

**AGENDA  
REGULAR MEETING  
YECA GOVERNING BOARD**

**Yolo Emergency Communications Agency, 35 N. Cottonwood Street, Woodland, CA 95695**

**March 2, 2016**

**2:00 P.M. Public Session**

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**ALL ITEMS ARE FOR ACTION UNLESS OTHERWISE NOTED WITH AN ASTERISK (\*).**

**1. Call to Order (2:00 PM)**

**2. Public Comment \***

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Speakers must state their name and city of residence for the record and limit their remarks to three minutes. Members of the public audience may address the Governing Board on any item not on today's agenda. No response is required and no action can be taken, however, the Governing Board may add the item to the agenda of a future meeting.

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**3. Announcements**

- a. The National Public Safety Telecommunications Week runs from April 10<sup>th</sup>-16<sup>th</sup>. This is a nationally recognized time for citizens and co-workers alike to show their appreciation for professionals in the field of Public Safety Communications.

Yolo County is hosting this year's banquet that recognizes and celebrates all the regional dispatch personnel. The Yolo County Firefighters Association generously donated a Corporate Sponsorship along with Delta Wireless. The banquet will be held at the Red Lion Woodlake Conference Center in Sacramento on Saturday April 9<sup>th</sup>, tickets are available for purchase on-line at [www.opstonline.org](http://www.opstonline.org) and cost \$35 each.

**4. Approval of the Agenda**

**5. Consent Agenda**

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Consent Agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a member of the Governing Board, member of the audience, or staff requests that the Governing Board remove an item. If an item is removed, it will be discussed in the order in which it appears on the Agenda.

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- a. Approval of the Minutes from the February 4, 2016, Regular Meeting – Pg. 1  
b. Operations Division Report - Pg. 3  
c. Current Year Budget Status Update - Pg. 5  
d. Resolution Authorizing Amendment and Restatement of Retirement Plan - Pg. 6

**6. Tri-Tech Inform ME Application for CAD iPhones, iPad, Android – Informational Only**

- a. Staff Summary Background - Pg. 9

**7. Member Agency Cost Formula – Informational Only**

- a. Member Agency Cost Model Formula Summary - Pg. 10

**8. FY16/17 Budget**

- a. FY16/17 Base Budget – Pg. 11
- b. FY16/17 CIP - Pg. 13
- c. FY16/17 Proposed Position Table - Pg. 16
- d. FY16/17 Summary of Additional Proposed Costs & Fund Balance - Pg. 17

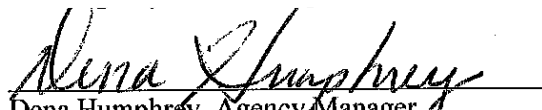
**9. Next Scheduled JPA Board Meeting April 6, 2016**

**10. Items for Future Agenda**

- a. FY14/15 External Audit Presentation
- b. HR Coordinator Position Description
- c. Staffing Goal

**11. Adjournment**

I declare under penalty of perjury that the foregoing agenda was available for public review and posted on/or before February 26, 2016 on the bulletin board outside of the Yolo County Board of Supervisors Chambers, Erwin Meier Administration Center, 625 Court St., Woodland, California and on the agency website: <http://www.yeca911.org/BoardCalendar2016.html>

  
Dena Humphrey, Agency Manager

\*\*The meeting room is wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability related accommodations to attend the meeting, please contact Marci Criste at (530) 666-8919 or (530) 666-8909 (fax). Requests for accommodations must be made at least two full business days before the start of the meeting. \*\*

**Agenda Item: 5.a**

**YOLO EMERGENCY COMMUNICATIONS AGENCY (YECA)  
GOVERNING BOARD**

February 3, 2016

**MINUTES**

The YECA Governing Board met on Wednesday, February 03, 2016 at the Yolo Emergency Communications Agency, 35 N Cottonwood Street, Woodland. Chair Tom Lopez called the meeting to order at 2:02 p.m.

**PRESENT:** Primary Board Members: Tom Lopez, Yolo County, Dan Bellini, City of Woodland, Tom McDonald, City of West Sacramento, Gary Fredericksen, Yocha Dehe Wintun Nation, Dena Humphrey, YECA Executive Director and John Donlevy, City of Winters, via conference call.

**Entry No.2**

**Public Comment**

None

**Entry No. 3**

**Announcements**

None

**Entry No. 4**

**Minute Order No. 2016-01: Approval of Agenda**

The Agenda was approved as presented.

MOTION: Fredericksen SECOND: Bellini AYES: McDonald, Lopez, Fredericksen, Bellini, Donlevy.

**Entry No. 5**

**Minute Order No. 2016-02; Approval of Consent Agenda**

The Consent Agenda was approved as presented.

MOTION: Bellini SECOND: McDonald AYES: Lopez, Bellini, McDonald, Fredericksen, Donlevy.

**Entry No.6**

Pulse Point Implementation Request on the behalf of YEMSA:

Executive Director Dena Humphrey presented an explanation of the requirements of the Pulse Point application on behalf of YEMSA. Information Technology Manager Mike Bowler provided full detail of the technical requirements and functionality and costs.

Gary Fredericksen stated at the next Fire Chief's meeting they will be discussing Pulse Point and Fire Chiefs are very much in favor for the implementation. John Donlevy in full support of Pulse Point, but would like a reporting of the value of the outreach with performance measures with sign-ups and possible saves.

A motion was made to delay the implementation of the Pulse Point application pending the outcome of the next Fire Chiefs meeting.

MOTION Fredericksen SECOND Bellini

**Entry No. 7**

FY16/17 Budget Process – Informational Only

Executive Director Dena Humphrey presented the FY16/17 Budget Process. After some discussion, the Board requested additional information to be brought back at the next Board Meeting.

**Entry No. 8**

Board Chair Tom Lopez adjourned the meeting to closed session at 2:39 p.m.

Open session resumed at 3:15 p.m.

**Public Employee Performance Evaluation (GC54957) for Position Title Executive Director**

Staff was given direction

**Entry No. 9**

Next Scheduled JPA Board Meeting March 2, 2016.

**Entry No. 10**

Items for Future Agenda:

- a. IOS Apple software
- b. YECA Member Agencies share cost Formula for Dispatch Services.
- c. FY16/17 Budget

Meeting was adjourned at 3:18 p.m.

Minutes submitted by: Eloise Austin Sr. Admin Specialist II  
for Marci Criste, Recording Secretary

## STAFF REPORT

### Agenda Item: 5.b

**Date:** March 2, 2016  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Executive Director  
**From:** Karen Avara, Operations Manager  
**Subject:** Operations Division Report

**Recommendation:** No action required; information only.

**Summary:** Operations staff is currently engaged in the following:

- Staffing:

We have 3 vacant dispatch positions and began CritiCall testing last month and project a September 2016 hire date for the current recruitment.

The interviews for the Operations Manager position are being scheduled.

- Public Safety Telecommunicators Week:

The National Public Safety Telecommunicators Week runs from April 10<sup>th</sup>-16<sup>th</sup>.

Yolo County is hosting this year's 20<sup>th</sup> anniversary banquet that recognizes and celebrates all the regional dispatch personnel. Supervisor Molly Scott has been working with Davis, UCD, and AMR Dispatch in the banquet planning for 500 attendees. She's put in countless hours of her own time to make the banquet a success. Yolo County representatives that will be in attendance include the Chaplain from Winters PD, Yolo Sheriff Cadets, Woodland Fire Cadets, Woodland PD, and Yolo Sheriff Honor Guard.

The banquet will be held at the Red Lion Woodlake Conference Center in Sacramento on Saturday April 9<sup>th</sup>, tickets are available for purchase on-line at [www.opstonline.org](http://www.opstonline.org) and cost \$35 each.

The Yolo County Firefighters Association generously voted to purchase a Platinum corporate Sponsorship by donating \$1,000 which helps offset banquet costs. Delta Wireless is donating \$500. We are extremely grateful for their generous donation.

- Internal Affairs: January 2016-February 2016

1. **Grievances:** None
2. **Complaints:** None
3. **Commendations:** None

- Monthly Gold Board Employee Recognition:

**December 2015/January 2016:**

Our lucky December winner was Lee Sandoval, she was recognized for coming in on her day off to cover a sick call. Craig Priester was the winner for January 2016, Craig was recognized for creating a one note page for flooded and closed roads making the information easily available to all employees and eliminating the use of dry erase boards.

Others who were recognized for assisting their coworkers, supervisors and citizens included Kim Lindsay, Laura Swink, Maria Roa, Stephanie Taylor, Dave Hetland, Nadia Wasilevsky, Charles Keasler, Billy Keen, Lee Sandoval, Mayra Berumen-Perez, Kim Maynard, Traci Fitzsimmons, Elaine Savage-Helphingstine, Kristen Root, Molly Scott, Vanesa Hoyt, Tammy Leggins, Krista Bryant, Maria Bigham, Chris Brewer, Diana Wilson, Amy O’Keefe and Brenda Kelley.

**Statistical Information:**

- Monthly Phone Statistics:

<b>Month</b>	<b>9-1-1</b>	<b>Non-Emergency</b>	<b>Outgoing</b>	<b>Total</b>
January	4,607	18,465	5,419	28,491

- Monthly CAD Events:

Included in “Other” category are AMR, Animal Control, All Public Works, County Maintenance, Social Services, Environmental Health, and Public Guardian.

<b>Month</b>	<b>Law</b>	<b>Fire</b>	<b>Other</b>
January	13,891	1,744	833

- Confidential Records Requests:

<b>Month</b>	<b># of Requests</b>
January	177

Agenda Item: 5.c.

**YECA BUDGET MANAGEMENT SUMMARY**

2015 / 2016 As of 1/31/16

	8% JUL-15	17% AUG-15	25% SEPT-15	33% OCT-15	42% NOV-15	50% DEC-15	58% JAN-16	67% FEB-16	75% MAR-16	83% APR-16	92% MAY-16	100% JUN-16
<b>360 360-1 ADMINISTRATION</b>												
Appropriations	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019	\$ 2,305,019
Expenditures	\$ 36,855	\$ 130,248	\$ 140,010	\$ 653,385	\$ -	\$ -	\$ 999,467.90	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	2%	6%	6%	28%	-	-	43%	0%	0%	0%	0%	0%
<b>360 360-2 OPERATIONS - DISPATCH</b>												
Appropriations	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824	\$ 3,944,824
Expenditures	\$ 235,299	\$ 464,253	\$ 601,682	\$ 1,338,327	\$ -	\$ -	\$ 2,096,097	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	6%	12%	15%	34%	0%	0%	53%	0%	0%	0%	0%	0%

TOTAL for all budget units - B/U 360-1 Administration; 360-2 Operations Dispatch;												
Appropriations	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Expenditures	\$ 272,155	\$ 594,501	\$ 741,693	\$ 1,991,713	\$ -	\$ -	\$ 3,095,564	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 5,974,115	\$ 5,651,891	\$ 5,504,938	\$ 4,255,146	\$ 6,249,843	\$ 6,249,843	\$ 3,154,279	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Percent Expended	4%	10%	12%	32%	0%	0%	50%	0%	0%	0%	0%	0%
Estimated Revenue	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843	\$ 6,249,843
Realized Revenue	\$ 276	\$ 426	\$ 10,530	\$ 1,966,324	\$ -	\$ -	\$ 4,049,822	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	31%	0%	0%	65%	0%	0%	0%	0%	0%

<b>360 360-3 RAD BofA Capital Lease RADIO PROJECT</b>												
Appropriations	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Expenditures	\$ -	\$ -	\$ -	\$ 54,124	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unencumbered	\$ 55,000	\$ 55,000	\$ 55,000	\$ 876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Expended	0%	0%	0%	98%	100%	-	-	-	-	-	-	-
Estimated Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Realized Revenue	\$ -	\$ -	\$ -	\$ 54,124	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrealized Revenue	\$ 55,000	\$ 55,000	\$ 55,000	\$ 876	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	98%	100%	-	-	-	-	-	-	-

<b>360 360-3 FY14 HSG FY14 (Cameras)</b>												
Appropriations	\$ 18,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 9,637	\$ 9,637	\$ 9,637	\$ -	\$ -	\$ -	\$ -	\$ 25,721
Percent Expended	0%	0%	0%	0%	38%	38%	38%	0%	0%	0%	0%	100%
Estimated Revenue	\$ 18,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

<b>360 360-3 FY15 HSG FY15 (UPS /Radio 911-EQ)</b>												
Appropriations	\$ 100,000	\$ 25,658	\$ 25,658	\$ 100,000	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,721
Percent Expended	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%
Estimated Revenue	\$ 100,000	\$ 25,658	\$ 25,658	\$ 100,000	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658	\$ 25,658
Realized Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Percent Realized	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Note: For month of November - December 2015—Due to Yolo County Financial Services transitioning to a new accounting system "INFOR", unable to access reports in new system at this time.

## STAFF REPORT

**Agenda Item:** 5.d

**Date:** March 2, 2016

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** Resolution Authorizing Amendment & Restatement of Retirement Plan

**Summary:**

YECA established a 401(a) plan for the non-represented back in 2003. Every three years the IRS requires retirement plan documents to be updated periodically to incorporate law changes. This restatement with the updated law changes is due by April 30<sup>th</sup>. The law changes incorporated in this restatement include:

- Pension Protection Act (“PPA”)
- Final Regulations under Internal Revenue Code Section 415
- Heroes Earnings Assistance and Relief Tax Act (“HEART”)
- Worker, Retiree and Employer Recovery Act (“WRERA”)
- Small Business Jobs Act (“JOBS”)

The restatement also includes the most recent contribution change for the non-represented General, Supervisory, and Managers group when the 401 (a) contributions were rolled into their salaries. By adopting this amendment, YECA’s retirement plan will now be within compliance set by the IRS.



# VALIC

VALIC Retirement Services Company  
P.O. Box 15648  
Amarillo, TX 79105

February 5, 2016

Re: **REQUIRED PLAN UPDATE**  
**YECA 401(a) Plan; GA#64273.P#003 (the"Plan")**

Dear Retirement Plan Administrator:

It is time to restate your plan document. Internal Revenue Service ("IRS") regulations require retirement plan documents be updated periodically to incorporate law changes. The law changes incorporated in this restatement include:

- Pension Protection Act ("PPA")
- Final regulations under Internal Revenue Code Section 415
- Heroes Earnings Assistance and Relief Tax Act ("HEART")
- Worker, Retiree and Employer Recovery Act ("WRERA")
- Small Business Jobs Act ("JOBS")

Collectively these are included in the "PPA document".

**Failure to execute a restated document by the April 30, 2016 deadline may result in costly corrections.**

To assist you in the timely update of the Plan, VALIC has drafted a restatement of your current document onto VALIC's preapproved Governmental Volume Submitter plan document which incorporates the law changes listed above. Please review all provisions in the enclosed plan documents carefully to ensure they are consistent with the operation of your Plan.

To date, VALIC has been unable to obtain an executed copy of your plan document that was restated with an effective date of January 1, 2013. This document would have been provided to you in 2013. We have drafted a PPA restatement document based on the unsigned 2013 document.

As a valued partner, VALIC is pleased to provide this PPA restatement to you at no cost. Additionally we have provided an **ACTION ITEMS** list to assist you.

Should you have any questions please do not hesitate to contact our Plan Sponsor Service Team at 1-888-478-7020 or contact your VALIC financial advisor.

VALIC, Institutional Services

Securities and investment advisory services offered through VALIC Financial Advisors, Inc., member FINRA, SIPC and an SEC-registered investment advisor. Annuities issued by The Variable Annuity Life Insurance Company. Variable annuities distributed by its affiliate, AIG Capital Services, Inc., member FINRA. VALIC represents The Variable Annuity Life Insurance Company and its subsidiaries, VALIC Financial Advisors, Inc. and VALIC Retirement Services Company.

**RESOLUTION NO. 2016 – 01  
AMENDMENT AND RESTATEMENT OF RETIREMENT PLAN  
VIA ADOPTION OF VALIC RETIREMENT SERVICES COMPANY GOVERNEMENTAL VOLUME  
SUBMITTER PLAN**

**WHEREAS**, Yolo Emergency Communications Agency (hereinafter, the “Employer”) previously established the YECA 401(a) Plan (hereinafter, the “Plan”) for the exclusive benefit of its employees and their beneficiaries, which Plan was originally effective as of January 1, 2003; and

**WHEREAS**, the Employer retained the power to amend and/or terminate the Plan; and

**WHEREAS**, the Employer now desires to amend and restate the Plan by adopting the Valic Retirement Services Company Governmental Volume Submitter Plan document; and

**RESOLVED FURTHER**, that the appropriate representatives of the Employer be, and the same hereby are, authorized and directed to: (i) execute the adoption agreement to the VALIC Retirement services Company Governmental Volume Submitter Plan document as approved; (ii) execute all other documents and to do all other things as may be necessary or appropriate to make the VALIC Retirement Services Company governmental Volume Submitter Plan document effective January 1, 2013, including the execution of any amendments required by the Internal Revenue Service in order to continue and maintain the Qualified and exempt status of the Plan; and (iii) execute any other documents required to obtain reliance on advisory letters issued to the VALIC Retirement Services Company Governmental Volume Submitter Plan by the Internal Revenue Service.

**PASSED AND ADOPTED** by the Governing Board of Yolo Emergency Communications Agency, this 2<sup>nd</sup> day of March 2016.

\_\_\_\_\_  
Tom Lopez, Chair

Attest:

\_\_\_\_\_  
Dena Humphrey, Executive Director

## STAFF REPORT

### Agenda Item: 6.a

**Date:** March 2, 2016  
**To:** YECA Governing Board  
**Thru:** Dena Humphrey, Agency Manager  
**From:** Mike Bowler, IT Manager  
**Subject:** Tri Tech Inform ME Application

### Summary:

Inform ME is a smartphone and tablet application developed by Tri Tech that allows users to extend CAD information to iPhones, iPads, and Android devices. The features of Inform ME are similar to those in the Inform Mobile application that is used in the Law and Fire vehicles.

Inform ME displays a CAD Status View that shows the current status of units and calls in Inform CAD via both a map and queue layout. Users can drill into the map, unit, or incident to receive more detailed information.

Inform ME also has an Incident screen that displays call location and problem nature information. Users can view both pending and assigned incidents, as well as the corresponding unit status, premise information, prior history, caller information, map, and status-time stamps. Inform ME users can also update their status and enter comments on calls.

Because the Inform ME information is transmitted over an encrypted connection, users can send and receive records check queries.

Pricing for Inform ME is by group of licenses rather than individual, per-use licenses, and are grouped as shown below. YECA will need an ideal count from the user agencies to pursue license pricing through Tri-Tech.

License Count
1 - 40 Devices
41 – 100 Devices

## STAFF REPORT

**Agenda Item:** 7.a

**Date:** March 2, 2016

**To:** YECA Governing Board

**From:** Dena Humphrey, Executive Director

**Subject:** YECA Member Cost Formula – Information Only

**Summary:**

YECA's standard cost formula for allocating the annual budget amongst each of the member agencies is based off the Annual Calls for Services Report. The total calls for service is proportioned per member agency then allocated to the annual budget for their share. Due to the nature of calls varying year to year, member shares can experience volatile swings in their annual costs. At the last JPA Board meeting, the Board expressed the desire to consider other cost formulas that may adequately capture a more stable model. The Board requested to have staff research and provide other cost formulas for consideration.

YECA reached out to San Mateo 9-1-1 Dispatch, Shascom 9-1-1, and Santa Cruz Regional 9-1-1. These represent Dispatch Centers handling multiple outside contracts along with other JPA's in the region. Each agency used a different approach towards achieving their standard cost formulas, while a few had customized their own formula over time.

### **Sample Cost Formula Models**

1. **Cost per Console:** The total budget divided by the number of consoles. YECA has 6 consoles that staff dispatch operations. The cost per console is then apportioned by the members using the console. Each shared console would then be allocated proportionately through a calls for service method. For example, since the Fire dispatch console dispatches all fire and medical calls, this console cost would then be proportioned using the total fire/medical calls for each user agency.

Example:  $\$5M / 6 \text{ consoles} = \$833,333 \text{ cost per console}$

2. **Split Costs:** This is a ratio method split 50/50 where the budget is proportioned by 50% of the budget then split equally amongst each of the member agencies, while the remaining 50% is proportioned by the calls for service method.

Example:  $\$5M \text{ Budget: } 50\% \text{ allocated to each member agency/split } 5 \text{ ways}$   
 $50\% \text{ Calls for service}$

3. **Calls for Service Combo:** One agency used a 2-year average in their Split Costs Method to smooth out their calls for service to alleviate spikes in their calls for service portion.

## STAFF REPORT

### Agenda Item: 8.a

**Date:** March 2, 2016  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** Proposed Base Budget for FY16/17

### Summary:

This year's proposed base budget for FY16/17 captures the operational costs and current staffing for 41 positions this year. The proposed base budget is inclusive of all bargaining costs for the represented and non-represented. However, the proposed base budget is not inclusive of any costs identified on item 8.d Summary of Additional Proposed Costs & Fund Balance. These additional costs are being presented to the Board for consideration with optional funds made available through fund balance.

The total base budget for FY16/17 is \$6,464,622 the allocation portion to partners is \$5,217,577 for operations. This represents a \$129k, or 2.5% cost increase to previous year's allocation. This cost increase is inclusive of bargaining and reflects increases from salaries (CalPERS, Merits, COLA's, Health, etc.). The \$129k increases includes the offset of \$120k, with the reduction of the Supplies and Services. The agency also realized a cost containment of \$55k, by paying off one of the side funds earlier this year through CalPERS that reduced the FY16/17 Unfunded Asset Liability portion by \$55k for FY16/17 CalPERS rates.

Each budget unit under fund 360 is broken down as follows: Administration 360-1 reflects overhead salaries, services, and supplies; Operations 360-2, reflects salaries, services, supplies; Grants 360-3, reflects all current projects funded by grants. The bond lease balance was exhausted with the final completion of the Radio project and will be paid in full 2025.

The agency allocations shown on the table below reflects the allocated operational & overhead costs, along with the scheduled capital lease payments. The allocated operational & overhead cost is a reflection of operational costs minus capital lease, contracts, rebates, and based off the 2015 Annual Calls for Service Usage Report. This year's calculated allocation rates for the member agencies: W. Sac 38%, Woodland 35%, Yolo County 22%, Winters 5%, and Yocha Dehe 1% of the operating budget.

**Proposed Base Budget for FY16/17**

**Budgets: 360-1 Administration & 360-2 Operations**

Total Salaries & Benefits	\$4,093,591
Total Service & Supplies	\$1,209,585
Total Other Charges	\$ 401,446
Capital Equipment & Contingency	\$ 760,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$6,464,662</b>

Total Member Contribution	\$5,217,577
Total Capital Lease Payments	\$ 396,446
Total Other	\$ 850,639
<b>TOTAL REVENUE</b>	<b>\$6,464,662</b>

**Budget: 360-3 Grants**

Total Services & Supplies	\$ 100,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 100,000</b>

HSG FY14/15	\$ 100,000
<b>TOTAL REVENUE</b>	<b>\$ 100,000</b>

Total Appropriation Budget 360-1 & 360-2	\$6,464,662
Total Appropriation Budget 360-3	\$ 100,000
<b>JPA GROSS TOTAL</b>	<b>\$6,564,662</b>

**Member Agency Allocations:**

Agency Totals (Operations & Capital)	Last Years Allocations	FY 16-17 Proposed Base Budget	Change
	FY 15-16	FY 16-17	Increase/ (Decrease)
Yocha Dehe Cost - Operations	\$51,737	\$53,082	\$1,345
Yocha Dehe - Capital	\$8,626	\$8,617	(\$9)
<b>Total</b>	<b>\$60,363</b>	<b>\$61,699</b>	<b>\$1,336</b>
Yolo County Cost - Operations	\$1,167,831	\$1,153,750	(\$14,081)
Yolo County - Capital	\$143,992	\$143,843	(\$149)
<b>Total</b>	<b>\$1,311,823</b>	<b>\$1,297,593</b>	<b>(\$14,230)</b>
West Sac Cost - Operations	\$1,933,695	\$1,994,270	\$60,575
West Sac - Capital	\$55,515	\$55,458	(\$57)
<b>Total</b>	<b>\$1,989,210</b>	<b>\$2,049,728</b>	<b>\$60,518</b>
Woodland Cost - Operations	\$1,724,840	\$1,834,091	\$109,251
Woodland - Capital	\$97,149	\$97,048	(\$101)
<b>Total</b>	<b>\$1,821,989</b>	<b>\$1,931,139</b>	<b>\$109,150</b>
Winters Cost - Operations	\$259,144	\$235,466	(\$23,678)
Winters - Capital	\$22,014	\$21,991	(\$23)
<b>Total</b>	<b>\$281,158</b>	<b>\$257,457</b>	<b>(\$23,701)</b>

## STAFF REPORT

**Agenda Item: 8.b**

**Date:** March 2, 2016  
**To:** YECA Governing Board  
**From:** Dena Humphrey, Executive Director  
**Subject:** FY16/17 Proposed Capital Asset Plan (CIP)

**Summary:**

The proposed CIP is the initial draft to the Board to capture the future costs of capital assets for the next five years. The plan is to identify when the asset is needed along with potential funding streams that could help offset some of the costs to the member agencies through possible grants or State reimbursements. Last fiscal year the Board approved CIP items in the budgeted amount \$627k.

**FY15/16 Approved CIP Items:**

Last year the Board approved Facility and Radio items for an approximate cost of \$627k, eighty-percent was funded by outside sources. Majority of these projects have been completed, while the remaining are planning to be completed over the next few months and planned to be within budget. The following table below is the status of those projects:

<b>Project</b>	<b>Cost</b>	<b>Status</b>
TSM 8000 Microwave	\$ 17,000	<i>Completed</i>
Dispatch 911 Phones	\$ 318,000	<i>Completed</i>
911 Voice Logger I	\$ 52,000	<i>Completed</i>
911/Radio UPS	\$ 115,000	July 2016
Beam Work	\$ 25,000	<i>Completed</i>
HVAC Project	\$ 100,000	March 2016
<b>TOTAL</b>	\$ 627,000	

## **FY16/17 Proposed CIP Items:**

### **R710 Servers (3):**

The R710 servers are three of the five servers that are end-of-life servers for the network (CAD, Email, file storage, CLETS, etc.) that are in need of replacement due to age.

### **Offsite SAN (Disaster Recovery):**

The offsite SAN is a storage array that stores YECA's backup jobs offsite (currently at Woodland PD) to preserve data in the event of a catastrophic failure at YECA (fire, flood, power spike that destroys the boxes, etc.) that has reached end of life.

### **911 Voice Logger II:**

This is a second part to the 911 Voice Logger server that is needed to add once the trunked radios (800 MHz) are switched to P-25. This second part is needed to record audio events on the P-25 800MHz trunked radio system (currently in use by only West Sacramento).

This second piece can be "shared" by more than one agency, as long as each agency uses a Higher Ground Audio logger. Currently, Folsom and Elk Grove are both using Higher Ground Audio logger, which presents an opportunity for a joint purchase. YECA has been in regular talks with Folsom and Elk Grove over a joint purchase, which would allow a consolidation in costs. If bought separately each agency would pay approximately \$135K. The estimated three-way split to handle traffic for the three agencies is estimated to be \$45K- \$55K each.



Project	Priority Value	Funding Sources	Replacement Cost (est.)	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY20-21
<b>Furniture</b>								
Dispatch Consoles		Member Agencies	\$85,000					\$85,000
<b>Server Room</b>								
UPS		Member Agencies	\$35,000			\$35,000		
SAN		Member Agencies	\$92,000		\$92,000			
R720 Servers (2)		Member Agencies	\$34,000		\$34,000			
R710 Servers (3)		Member Agencies	\$34,000	\$34,000				
Core Switches (4)		Member Agencies	\$44,000		\$44,000			
Core Switches (2)		Member Agencies	\$22,000				\$22,000	
911 Voice Logger (Server only) II		Member Agencies	\$55,000	\$55,000				
Offsite SAN (Disaster Recovery)		Member Agencies	\$92,000	\$92,000				
<b>Radio/911 Equipment Room</b>								
Batteries for Radio Power Plant		HSG	\$27,000				\$27,000	
P25 Project		Member Agencies	\$1,000,000					\$1,000,000
<b>Radio Sites</b>								
Batteries for Radio Power Plant		HSG	\$80,000			\$47,000	\$33,000	
<b>Building</b>								
N/A								
<b>Totals</b>			\$1,600,000	\$181,000	\$170,000	\$82,000	\$82,000	\$1,085,000
<b>Total per Funding Source</b>		<b>Member Agencies</b>		<b>\$181,000</b>	<b>\$170,000</b>	<b>\$35,000</b>	<b>\$22,000</b>	<b>\$1,085,000</b>
		<b>State</b>						
		<b>Grants</b>				<b>\$47,000</b>	<b>\$60,000</b>	

**Agenda Item: 8.c**

**Authorized Position Resolution**

as of  
1/25/2016

			Current				Proposed	
<i>Active Positions</i>		Effective	FTE Auth	FTE Funded & Filled	FTE Funded & Vacant	Current FTE Auth & Funded	Proposed FTE Additions	FTE Auth & Funded
1	Executive Director	2015	1	1		1		1
2	Administrative Coordinator	1999	1	1		1		1
3	Sr. Administrative Specialist II	2008	1	1		1		1
4	Operations Manager	2008	1	1		1		1
5	Dispatch Supervisor	1999	4	4		4		4
6	911/Public Safety Dispatcher I/II	2015	22	20	2	22	2	24
7	911/Public Safety Dispatcher III	2006	4	4		4		4
8	Dispatch Assistant	2014	4	4		4		4
9	IT Systems Manager	2012	1	1		1		1
10	Sr. Radio Administrator	2013	0	0		0		0
11	Radio Systems Administrator	2008	0	0		0		0
12	Information Technology Specialist II	1999	1	2		2		2
13	Information Technology Specialist I	2007	1	0		0		0
<b>Totals</b>			41	39	2	41	2	43

**Agenda Item: 8.d**

**FY16/17  
Summary of Additional  
Proposed Costs & Fund Balance**

The information below represents additional costs excluded from the FY16/17 Base Budget. The two costs presented includes CIP costs for FY16/17 from item# 9b and the addition of 2 FTE Dispatch positions. The staffing additions were first presented to the Board October 2014. The Board approved a staggered approach to increase 2 FTE positions each year. FY16/17 would be the final year to absorb those two additional positions.

**FY16/17 Proposed Expenses and Contingency**

\$180,000 CIP Costs  
\$130,000 2 FTE Dispatch Positions  
**\$310,000 Total**

The available funds shown below is a combination of two amounts. The \$288k was the amount not realized until the final books were closed for FY14/15. This amount is recognized in the FY14/15 Financial Report. The financials were prepared by a CPA from the auditing firm Macias Gini & O'Connell. They also performed the external audit for FY14/15. The external audit is tentatively planned to be presented to the Board in April. The Federal Rebate of \$40k was received after the close of FY14/15, increasing the total fund amount by \$40k, bringing the combined total to \$328k.

YECA is anticipating another yearend surplus due to some salary savings from vacant positions and being conservative with supplies and services. The biggest factor that will affect the final amount is the cost of overtime to cover vacancies, shortages, and medical leaves. Another consideration is that YECA has had zero access to the new county financial system since Oct 2015, and have had to rely on monthly expense reports sent by County staff. To date, YECA has had financial visibility up to Nov 2015.

**Available Fund Balance from FY14/15**

\$288,000 Understated Fund Balance from FY14/15  
\$ 40,000 Federal Rebate received after the close of FY14/15  
**\$328,000 Fund Balance**